

MICHIGAN CIVIL SERVICE COMMISSION

P.O. Box 30002, Lansing, Michigan 48909

www.michigan.gov/mdcs

ADVISORY BULLETIN

No. 7.01-3

DATE ISSUED: October 10, 2002

POST END DATE: December 31, 2010

RULE REFERENCE: 7-6

REGULATION REFERENCE: 7.01

CONTACT AREA

Personal Services Review

CONTACT PERSON

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SUBJECT

CS-138 REVIEW REQUIREMENTS

This document should be placed with the referenced rule and/or regulation until the Post End Date.

Review of Personal Services Requests

Amount of Request

Over \$50,000

\$5,001 - \$50,000

\$1,001 - \$5,000

\$1,000 or less per department
per vendor per type of service
per fiscal year.

Review Given

Requires review and approval of Civil Service staff specialist and manager.

Requires review and approval by Civil Service staff specialist.

Preauthorized to agencies. CS-138 is required, but will not route through Civil Service.

No CS-138 required.

Questions regarding this advisory bulletin may be directed to Personal Services Review at 517-241-8552, or e-mail DCS-138Disbursements@michigan.gov.